



Michigan Department of Education Office of Special Education & Early Intervention Services  
**CONTINUING TEMPORARY APPROVAL FOR TEACHER POSITIONS**  
**Policy & Criteria**

**POLICY**

1. Continuing temporary approval is granted to a requesting LEA/PSA/ISD/STATE agency for a time period of not more than one school year **under certain conditions**. The conditions are as follows:
  - teacher must remain in the same **category** and **school district** for which the original temporary approval was granted.
  - teacher **must have completed** 6 semester or 9 term hours of university/college credit toward endorsement or full approval between September 1 of the previous school year and August 31 of the current school year.
  - **to receive continuing approval in the following school year** the teacher must be enrolled to complete an additional 6 semester or 9 term hours of university/college credit toward full approval between September 1 of the current school year and August 31 of the following school year.
2. Continuing temporary approval is granted retroactively to the beginning of the school year in which the request was received by the Michigan Department of Education. The expiration date occurs at the end of the school year for which it has been granted.
3. A request for approval must be received by the Michigan Department of Education during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
4. Continuing temporary approval must be requested by the employer (LEA/ISD/State Agency) for each consecutive year that the employee is assigned in a category for which the employee has not completed the required endorsement or full approval.
5. Continuing temporary approval is not transferable from one school district to the next.
6. A fee of \$50.00 will be charged to the applicant for all emergency approvals in teaching positions, pursuant to Act No. 339, Public Acts of 1988. The emergency approval will be conditionally approved pending payment of the fee.

**CRITERIA**

1. The candidate must hold a valid Michigan teaching certificate.
2. The candidate must continue to be employed in the same category of assignment as employed and approved in the previous school year. A copy of the previous school year approval must be on file.
3. The candidate's Michigan university/college of training must provide evidence indicating that at least 6 semester hours of coursework towards full endorsement or approval in the appropriate program category was completed between September 1 of the previous school year and August 31 of the current school year.

## **CONTINUING TEMPORARY APPROVAL FOR TEACHER POSITIONS**

### **Policy & Criteria**

Page 2

### **PROCEDURES**

#### **The employer (LEA/ISD/State Agency -Facility) must:**

1. Initiate the request by completing the Continuing Temporary/Emergency Teacher approval request form. The following information **MUST** be completed:
  - Candidate and Assignment information (ISD will complete code numbers)
  - Questions 1,2 and 4 on Teacher Request Form (Attach documentation)
2. Forward all information to ISD; retain a copy for your records.

#### **The ISD will:**

1. Determine if the request is accurate and complete.
2. Forward a copy of request form and all attachments to the university/college.

#### **The University/College will:**

1. Verify that the candidate is currently enrolled in a program working toward the appropriate endorsement.
2. Use the Program Verification Form (PV) to verify that the candidate has enrolled and the category and level of endorsement toward which the candidate is working. The university/college will also verify that the candidate has completed 6 semester hours toward full approval between September 1 and August 31 of the previous school year.
3. Complete the Program Verification form (PV), retain a copy (and all other information sent by the ISD) and send a copy of the PV form to the ISD.

#### **The ISD will:**

1. Review form PV.
2. Complete questions 3 on request form.
3. Submit request electronically to MDE-OSE/EIS.
4. Print off first billing letter that is automatically generated after submission.

#### **MDE-OSE/EIS will:**

1. Send a second billing letter to the ISD, if necessary. See Policy item #6.

#### **The ISD will:**

1. Distribute a copy of the second billing letter to the local school district, if one is sent.

#### **The employer (LEA/ISD/State Agency -Facility) must:**

1. Distribute a copy of the billing letter(s) to the candidate.

#### **The ISD will:**

1. Print off Approval letter once bill is paid from the online approvals system.
2. Distribute a copy to the employer.

#### **The employer (LEA/ISD/State Agency -Facility) must:**

1. Distribute a copy to the candidate.